

CITY CLERK

Department Purpose and Description

The Office of the City Clerk is primarily responsible for accurately recording City Council and Redevelopment Agency proceedings; processing, updating and safeguarding documents vital to the City's legislative process; providing research, information and support to the City Council, City staff, and the general public; maintaining the citywide records management and document imaging programs; and administering open and free elections in accordance with statutory requirements.

Major Accomplishments for Fiscal Year 2005

During fiscal year 2005, the City Clerk's Office improved service delivery by significantly increasing the capacity of the document imaging system (LaserFiche) to accommodate increased usage by all departments and the general public; continued to image current permanent documents and make them accessible to staff and the public via the Internet and Intranet; and continued to offer citywide training classes on the use of LaserFiche. The Office worked with other departments on database/template design and was instrumental in designing and implementing databases to track certificates of insurance, statements of economic interest and campaign statements.

The Office continued to provide records research upon request of departments, the Mayor and Council, organizations and the public; and acted as the clearinghouse for tracking and providing records requested under the Public Records and Freedom of Information Acts. In addition, the Office tracked nearly 5,000 cartons of inactive records stored offsite and provided retrieval services on behalf of all departments.

City Clerk staff prepared agendas, action agendas, legal notices and minutes for and attended approximately 58 Council meetings; and attended and prepared action agendas and minutes for an additional 21 Redevelopment Agency or other combined meetings. The Office also continued to expediently process resolutions, ordinances, contracts, development agreements and recorded documents; and contracted for local legislation consultant services to prepare ordinances to address scrivener's errors and internal inconsistencies identified in the Municipal Code.

Major Goals and Challenges for Fiscal Years 2006 and 2007

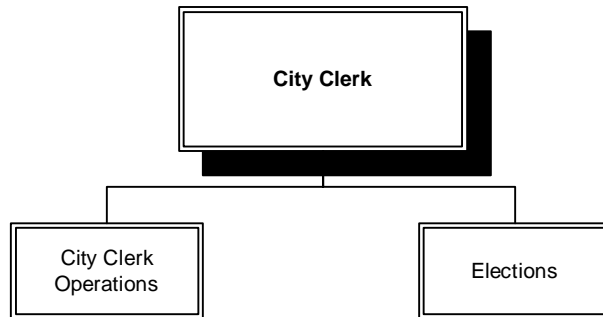
- Continue to monitor the comprehensive records management and document imaging programs and image vital, permanent and historic records to ensure access to them and their preservation.
- Continue to provide for the safe and efficient storage of active and inactive records and ensure the proper destruction of obsolete records.

- Continue to provide workshops and training on LaserFiche, the Public Records Act and the agenda process.
- Comply with requirements of the Maddy Act, Political Reform Act, Municipal Code and Conflict of Interest Code in a timely and efficient manner.
- Administer the June and November 2006 elections in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements and procedures
- Continue to expediently process resolutions, ordinances, contracts, development agreements and recorded documents.
- Continue to review the Municipal Code and prepare ordinances to correct inconsistencies and improve processes.
- Successfully implement the new agenda management technology and provide training to citywide staff on the new software and agenda process.
- Continue to provide the high level of customer service for which the Office is recognized and which our customers deserve.
- Address long-term projects to provide increased efficiency and organization and to ensure compliance with legal requirements to benefit both the City Clerk's Office and the citywide organization.

Several departments have asked for training and assistance in converting to the citywide records management program. They have also requested updated records retention schedules, and they are increasingly using the citywide storage and retrieval services provided by the City Clerk's Office. In addition, the Office will assume the Redevelopment Agency agenda process, as well as process RDA resolutions and contracts in the near future. The primary challenge for the Office will be to address these needs while maintaining the level of services we now provide to our customers.

CITY CLERK

ORGANIZATION CHART



CITY CLERK 03000

EXPENDITURES

	FY 2004 ACTUAL	FY 2005 AMENDED	FY 2006 ADOPTED	FY 2007 ADOPTED
Personnel Services	671,473	741,549	909,377	934,927
Supplies and Services	127,763	101,028	205,054	205,054
Capital	1,309	6,807	7,325	0
EXPENDITURE TOTALS	\$800,545	\$849,384	\$1,121,756	\$1,139,981

Expenditures by Division

DIVISION	FY 2004 ACTUAL	FY 2005 AMENDED	FY 2006 ADOPTED	FY 2007 ADOPTED
03100 Operations	739,346	828,485	1,040,647	1,058,872
03200 Elections	61,199	20,899	81,109	81,109
EXPENDITURE TOTALS	\$800,545	\$849,384	\$1,121,756	\$1,139,981

REVENUES

	FY 2004 ACTUAL	FY 2005 PROJECTED	FY 2006 ESTIMATED	FY 2007 ESTIMATED
Charges for Services	1,210	1,000	1,000	1,000
Other Revenue	10,537	49,968	131,701	133,269
REVENUE TOTALS	\$11,747	\$50,968	\$132,701	\$134,269

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AUTHORIZED POSITIONS

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007
City Clerk	1	1	1	1	1	1	1
Assistant City Clerk	1	1	1	1	1	1	1
Administrative Office Assistant III	0.5	0	0	0	0	0	0
Administrative Secretary	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1
Records Manager	1	1	1	1	1	1	1
Records Technician	2	2	2	2	2	1	1
Senior Deputy City Clerk	0	0	0	0	0	1	1
Senior Office Specialist	0	0.5	0.5	0.5	0.5	0.5	0.5
Senior Records Technician	0	0	0	0	0	1	1
Total Permanent FTE's	7.5	7.5	7.5	7.5	7.5	8.5	8.5

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MISSION STATEMENT • GOALS • OBJECTIVES AND MEASURES

MISSION STATEMENT: The City Clerk's Office is committed to accurately recording and preserving the actions of the legislative bodies; safeguarding vital, historic and permanent records of the City; providing information and support to the City Council, City staff, and the general public in a timely, courteous and fiscally responsible manner; and administering open and free elections in accordance with statutory requirements.

GOAL: Establish and monitor a comprehensive records management program to ensure access to and preservation of vital, historic and permanent records, to provide for the safe and efficient storage of active and inactive records, and to ensure proper destruction of obsolete records.

Objective: *Review and reorganize active records in City Clerk's vault.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# of files reviewed & categorized	2,500	3,000	4,000	4,500	5,000

Objective: *Image vital, historic and permanent records.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# of pages imaged	40,000	68,000	75,000	100,000	115,000

Objective: *Transfer infrequently accessed records to secure off-site storage.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# cartons indexed & transferred	400	4,500	700	800	900
# cartons retrieved for City depts.	600	700	750	800	850

Objective: *Destroy records that are obsolete, are no longer required in the ordinary course of business, and that have met their required retention requirements.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# cartons of records destroyed	200	315	600	600	400

Objective: *Provide timely and convenient access to the City's records to the City Council, City staff and the general public.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Number of files requested	600	700	700	750	800
# of research requests by Council/staff	2,000	2,500	2,800	3,200	3,300
# of research requests by public	300	1,000	1,500	1,800	2,000

GOAL: Comply with requirements of the Maddy Act, Political Reform Act, and Conflict of Interest Code in a timely and efficient manner.

Objective: *Post annual term expirations of members of City boards and commissions and post unscheduled vacancies as they occur.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# of board/comm appls processed	82	98	89	95	98
# of unscheduled vacancies posted	9	10	2	6	9

Objective: *Distribute, receive and review campaign statements of incumbents and candidates.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# of campaign statements reviewed	35	56	30	65	30

Objective: *Distribute, receive and review statements of economic interest for incoming, current and leaving elected officials, board and commission members, and City staff.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
# of econ interest statements reviewed	298	309	340	355	360

GOAL: Administer the June 2006 election in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements and procedures.

Objective: *Review election law revisions and requirements by attending workshops and conferences and reviewing the Ca. Elections Code, City Charter and Municipal Code.*

Objective: *Prepare and furnish candidates with a comprehensive calendar of election events and deadlines, necessary forms, and election regulations.*

Objective: *Schedule the required resolutions for Council adoption at the proper times.*

Objective: *Meet the Registrar's deadlines for review and submittal of various election items, such as candidate lists, candidate statements of qualification, and ballot proofs.*

Objective: *Provide voter registration and polling place identification assistance.*